



King County
SENIOR PROJECT ADMINISTRATOR
MAJOR CAPITAL IMPROVEMENT SECTION
DEPARTMENT OF NATURAL RESOURCES & PARKS
WASTEWATER TREATMENT DIVISION
Annual Salary Range \$65,188 - \$91,886
Job Announcement: 05EM5422
OPEN: 8/29/05 CLOSE: 9/16/05 (extended)

WHO MAY APPLY: This career service position is open to all King County career services employees and term-limited temporary employees who have worked for the Wastewater Division for at least one year and are represented by TEA.

WHERE TO APPLY: To obtain the required King County forms contact Application Request line at (206) 205-8782, or download from <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>. Submit required forms and materials to: **Wastewater Treatment Division-HR, 201 S. Jackson St., MS-KSC-NR-0511, Seattle, WA 98104**. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Christie True at (206) 684-1236 for further inquiries.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of qualification that describes how your education and experience meet or exceed the qualifications and have prepared you to perform the job duties of the position.

WORK LOCATION: King Street Center, 201 South Jackson Street Seattle.

WORK SCHEDULE: This full-time career service position is not eligible for overtime compensation. The regular workweek is full-time 40 hours, Monday through Friday 8:00 a.m. to 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: Supervise, direct and administer the project controls function, and perform complex business development, including the development and implementation of projects and or methodology to enhance the department's project controls-related capabilities, as well as technical administrative support, automated information reporting capabilities, schedule development, analysis and projection, and project and program cost forecasting. The position will supervise the development and implementation of a new work program to reduce allied cost expenditures, improve schedule performance and streamline contract administration for the capital program.

1. Direct and administer the design, procurement and implementation of project control documentation, project schedule and cost evaluations and cost estimating and budget projections in support of the design, procurement and construction phases of all wastewater capital projects.
2. Develop and direct the implementation of business practices for the division's capital program. Develop performance criteria and methodology for evaluating accomplishment of such business practices.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

3. Participate in the evaluation, selection and direct the negotiation of contracts with architectural and engineering consultants and construction contracts for assigned projects.
4. Supervise a unit of professional, technical and administrative staff. Manage unit personnel, including hiring, training, performance management and disciplinary actions.
5. Develop and implement business practices to monitor, review and oversee consultants, vendors and contractors to ensure compliance with contract requirements.
6. Develop and implement a capital program-wide work program to reduce allied costs and improve schedule performance.
7. Perform other duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree in Engineering, Planning or closely related field or the equivalent combination of education and experience.
- Four years of increasingly responsible experience in engineering, planning or closely related field including two years of project management experience. Administrative or managerial experience in a closely related field with demonstrated experience in solving complex management issues within a multi-discipline technical work environment may substitute for the experience on a year-for-year basis.
- A working knowledge of project management techniques and principles is required. Work experience on public works projects or in a public agency is preferred.
- The demonstrated ability to work on a number of projects simultaneously.

NECESSARY SPECIAL REQUIREMENTS:

- Demonstrated ability to apply supervisory techniques and practices including coaching and motivating staff, and performance management.
- Working knowledge of public contract administration principles, with demonstrated experience managing project control functions for multiple contracts in the public sector.
- Working knowledge of multiple project reporting and cost accounting is essential.
- Working knowledge of cost and scheduling techniques and principles
- Demonstrated skill in developing effective working relationships with team members and establishing and maintaining effective working relationships with a diverse group of individuals.
- Demonstrated skill in presentation of information in a tactful and diplomatic manner.
- Excellent oral and written communications skills are required.

UNION REPRESENTATION: This position will be represented by the Technical Employees' Association.

Class Code: 402103